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	FORMING Document to. 06	
	CHA. V. C. Ass. Z	
	D DECLASSIFIED	
	GSC CAREER SERVICE ACTIVITIES DA MODO, 4 APR 77	¢
	16 December 1953 - 15 Auth: IDA R: . 77/1763	-
	16 December 1953 - 15 salishy 1DA R: . 77/1783  Date: 99 Wes By: 628	<del>Mariana</del>
	provided Within General Services Office	
	2. Employees released for transfer to other types of work	
	3. Part and a second se	
	3. Paployees requesting Agency approval to engage in non- GIA school courses secured on their own initiative, their own time, and at their own expense.	
	L. Armen	
	a. Agency employees taken on training and orientation tours of the Printing and Reproduction Flant in Alexandria, Virginia. 2	
	or on CIA time. (See attached list)	
25X1A6a	for transfer to the Office of Communications for overseas rotation to a OS Career Designation. His transfer was effective 3 January 1954, on h January 1954,	25X1A9a
	7. A draft of a memorandum to all CIA employees overseas who have been assigned the GS Career Designation was prepared and submitted to the Asting Deputy Director (Administration) for approval on 18 December 195). Is now being sterilized for sending overseas and will be forwarded to the Chief of Administration, DD/P, Attention:  To transmission	25X1A9a
	these explayers having been recommended for DE Career Designations. However, assignments were in Legistics functions. Therefore, they were returned with the recommendation that they be referred to the Legistics Office culisted men, so would not receive CTA career designations; but it was suggested that the Legistics Office should receive information regarding the legistical support positions they were econopying.	
	9. Remonts	25X1A9a
	195h for approval for section of Training on 15 January 05-2 Photographere, to section of Agriculture Craduate School during the period 30 January 195h - 26 May 195h. The courses they will take are "Fundamentals of Photography I" and "Practice of Photography I".	25X1A9a
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## GAO CANTAR SERVICE ACTIVITIES

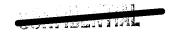
16 December 1953 - 15 January 195h (Continued)

Both of these employees are receiving on-the-job training in the Photography Branch of the Printing and Reproduction Division, and this additional training is an extended course of instruction in line with their present duties. It will also enable them to acquire additional knowledge and skills in photographic work in a storter period of time then would be required in the Printing and Reproduction Tivision due to the daily workload which must be processed through the CIA plant.

- 10. During this period we required information from the Secretary to the BD/A Career Fervice Board that Artist Illustrators engaged in graphic and creative art work in other than the Office of Research and Reports, ID/I, would be assigned the Career Designation CD-A until a determination is made that another designation is more appropriate. It appears that the majority of these positions exist is ORR at present, except for a few positions scattered elsewhere in the Agency.
- 11. The Secretary to the DD/A Career Service Board also advised that that Heard was in the process of attempting to obtain an everall Agency listing of positions to be earmarked as those of primary interest to the DD/A Offices, for which they would have career planning responsibility. Such a list of OSC positions throughout the Agency is strongly desired, and, in fact, required, to enable the OSC Career Service Board to properly carry out its career planning responsibilities.
- 12. The Office of Training has requested that CSC participate with them in describing the proposed Agency filing system to three groups of Agency personnel (Training Limison Officers, Administrative Officers, and some clerical and stemographic personnel) scheduled to meet 19 January, 26 January, and 2 February 195k, to discuss clerical training meets. A member of our Records Services Division will explain the proposed filing procedure at each of these meetings.
- 13. A list has been compiled of those CSO employees who have been selected to attend the Management Course "A" to be conducted periodically by the Office of Training. Three employees are presently attending the course which began 11 January 1954.

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Gmirman, GSO Career Service Board



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## GRO PERSONNEL WHO ENTERED VARIOUS TRAINING COURSES

(16 December 1953 - 15 January 195h)

25X1A	Present Title Presen	t Grade	Sebool.	Course	Dates Attended
	Micropho tographer	W-4	CIA Office of Training	Typing II	1/11/54 - 1/29/54
	Records Analyst	05-11	**	BIC(SUP) Basic Intel- ligence #7	1/11/54 - 1/29/54
	Aset. Chief, Printing & Reproduction Div.	66-13	**	Management Course "A"	1/11/54 - 1/22/54
	Chief, Machine Records Eranch	06-13	*	Menagement Course *A*	1/11/54 - 1/22/54
	Public Bldg. Supt.	(3-11	₩	Hanagement Course *A*	1/11/54 - 1/22/54
	ab Project Flamer	<b>13-7</b>	ISK School Washington, D.C.	60h Calculator wiring	1/6/54 - 1/19/54

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